



Job Title: RPA Developer

Department: Intelligent Workflow Automation Team

Reports To: IWA Manager, Directors of Technology

Role Overview

The RPA Developer designs, builds, deploys, and maintains robotic process automation (RPA) solutions that improve OnQ's operational efficiency and support client delivery. The role is focused primarily on UiPath, with Microsoft Power Automate on select projects, automating manual, repetitive, and document-heavy processes (including data processing and OCR-based workflows) in a healthcare technology environment.

Key Responsibilities

- **Automation Development:** Design, develop, test, and deploy workflows primarily in UiPath (Studio, Orchestrator), and in Power Automate where appropriate.
- **Bot Delivery:** Build attended and unattended bots with scheduling, queues, and robust exception handling.
- **Requirements & Design:** Translate business requirements into automation designs and document process (PDD) and solution (SDD) definitions.
- **Integration:** Integrate automations with applications, APIs, databases, email, Excel, and document/OCR tools, maintaining security and compliance.
- **Maintenance & Support:** Monitor, maintain, and optimize automations; resolve defects and process exceptions; provide production support.
- **Standards:** Follow development standards, version control, and OnQ security/compliance requirements, with clear documentation.
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Required Skills & Attributes

- Hands-on UiPath experience (Studio, Orchestrator, REFramework); UiPath certification a plus.
- Working knowledge of Microsoft Power Automate (cloud and/or desktop flows).
- Solid grasp of RPA concepts: attended vs. unattended bots, queues, selectors, activities, exception handling.
- Scripting/programming for custom logic (VB.NET, C#, Python, or JavaScript).
- Experience integrating with APIs, databases (SQL), Excel, and email systems.
- Exposure to OCR or document understanding tools is a plus.
- Strong problem-solving, analytical thinking, and attention to detail.
- Good communication with technical and non-technical stakeholders; self-motivated and able to manage multiple automations.
- Understanding of healthcare technology, data privacy (HIPAA), and security compliance is a plus.